

Governors State University

College of Business and Public Administration

Course Title: MIS370 - Business Microcomputer Applications

Term: Fall Term 1996

Session(s) Thursday 7:30 - 10:20 pm

Instructor: Larry W. Noyes

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Office Hours: Tues & Thurs 5:30pm -7:30pm In CBPA Computer Lab

Catalog Description: Provides an overview of business data processing and management information systems. Covers introductory concepts of systems analysis techniques, nature of computer applications in business, problem solving, and discusses the future of computer technology. Includes an introduction to and use of database software in business related problems, and the integration of applications software.

Credit Hours: Three (3)

Prerequisite: MIS301 and working knowledge of a Windows-based spreadsheet and wordprocessor.

Textbooks:

1. O'Brien, James A., Introduction to Information Systems: An End User/Enterprise Perspective (Alternate Edition), Irwin Press, 1995 1995.
2. Schultz, Gregory, Microsoft Access 2.0 for Windows, Illustrated, Course Technology Inc 1994
3. Beskeen, David W. and Steven M. Johnson, Microsoft Powerpoint 4.0 for Windows: Illustrated. (Brief Edition), Course Technology Inc. 1995.
4. Ernst, Warren. Using Netscape, Que Corporation, 1995 (OPTIONAL)
5. One or more 3.5", blank, 1.44mb(HD) data diskettes.

Overview: This is an involvement class - you will learn by actually doing things with technology - including handing nearly all of your assignments electronically. It is assumed you are versatile with word processor and spreadsheet applications. You will become familiar with email, listservers, Web browsers and search engines. You will become skilled database managers and information presenters! Besides the hands-on work with Microsoft Powerpoint and Access (yes there WILL be times when you will feel like you are living in the computer lab!) a major component of the class is to write brief responses/evaluations to realworld cases and prepare questions for class discussion using the world wide web. This term we will focus on USING technology in a very real sense to do our work and test the viability of using technology to extend learning beyond the classroom. FTP and WWW will come to feel like your personal initials!

Syllabus Statement for Persons with Disabilities: It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs

consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

Course Policies: Exams will be given as scheduled. I have a no-excuse make-up policy - you do NOT need an excuse. Make-up exams will be given ONLY during the final exam period. In addition, anyone who wants to REPEAT an exam will be allowed to do so during the makeup period -- without penalty or prejudice.

Real and "virtual" class participation are expected. Besides classroom discussions and presentations you will all have access to email, course and personal webpages (and a listserv) to make communications with me and your peers available to you nearly 24 hours a day, 7 days a week! There is NO EXCUSE for NOT knowing what is happening in the class!

Student Evaluation and Grading Policy:

Points:

4 Exams @ 50 points 200
6 Powerpoint Presentations @ 10 points 60
1 Annotated Internet search @20 points 20
1 Homepage @25 points 20
4 Case Presentations @20 points 80
5 Access Assignments @20 points 100
15 Questions @5 points 75
15 Cases @ 10 points 150
TOTAL 705

You will be evaluated and graded on course, group and individual criteria as distributed above. I generally use a "best fit" by natural cluster technique in assigning grades and a sliding scale that normally distribute as indicated below:

90 % of total or 95 % of highest score = A
80 % of total or 85 % of highest score = B
70 % of total or 75 % of highest score = C
60 % of total or 65 % of highest score = D

Since all points are totaled and final totals are NOT available until the final exam and makeups are completed, a running average of completed work is ONLY a good estimate of your final grade. However, the uncertainty can ONLY fall IN YOUR FAVOR since the "percent of total" represents a baseline "guarantee" - achieving 80% of the total points means you will NOT get less than a "B" in the course but it COULD be higher based upon total class performance.

Course Topic/Focus: (a chapter a week from O'Brien) Powerpoint assignments should be completed by week 8, Access Assignments by week 15. An assignment is considered "turned in" when it is readable by the instructor from YOUR homepage from a Netscape 3.02 browser running Windows 3.11. In case of any system failure, students are expected to maintain functional backup copies of all work submitted on floppy disks.

Week 1 Introduction/Overview
Week 2 Technology: Hardware
Week 3 Technology: Software
Week 4 Technology: Database Management (Exam 1)
Week 5 Telecommunications: Introduction
Week 6 Telecommunications: Business Applications
Week 7 Telecommunications: Management Issues (Exam 2)
Week 8 Applications: Information Systems
Week 9 Applications: End User/OA
Week 10 Applications: Transaction Processing

Week 11 Applications:Management Support Systems (Exam 3)
Week 12 Development/Management: IS Solutions
Week 13 Development/Management: Information Technology
Week 14 Development/Management: Security, Ethics and Social Issues
Week 15 Exam 4 and makeups

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